Customs of the Culture Worksheet (12 points)

1. Based on your research, how would you greet a new customer in your country in word and gesture?

**I would begin by greeting the eldest person and would look at the ground while a firm handshake is given. It is best to address someone by their honorific name or surname.**

2. Is there any difference between how you greet a man and how you greet a woman?

**No.**

3. What are the tips for how to successfully conduct a conversation in your culture (body language, good manners, proximity to others, proper way to dress, ect. ?)

**To conduct a proper conversation in China you should always keep face, give someone their personal space, address the eldest firsts using their surname, and dress modestly. Men should wear dark business suit and women should wear conservative business suits with high necklines. Women should also not wear heels and men and women should avoid bright colors.**

5. Is there anything specifically that you must avoid to keep from offending your hosts (topics/gestures to avoid, time to arrive, different expectations?)

**You should always arrive on time or a little early to a meeting, avoid high-pressure tactics, never mix social and business areas, and be careful of using colors on displays. It is best to only use black on white.**

6. How would you take leave of (say goodbye to) your customer in word and gesture?

**When saying goodbye you should again address the eldest person first and leave with another handshake.**

When finished, print your worksheet to D-415 Computer Lab (not color!) and upload to the wiki.

NOW… Create a storyboard to plan your video. It should be brief (no more than 2 minutes) and function as a “How To/What Not To Do” training video (demonstrate by explanation and action) for working in the culture. Worth: 30 points.

It must include:

• How to greet someone in your culture

• Provide tips for successfully conducting a conversation in your culture

• Highlight anything that you should NOT do to keep from causing offense

• Demonstrate how to be polite, state your name, say you don’t understand in the language (See your language lessons for these phrases!)

• How to conclude your conversation in both language and gesture